



# DIFP

Department of Insurance, Financial  
Institutions & Professional Registration



## CAREER OPPORTUNITY

### Processing Technician I

Open opportunity for an individual with knowledge of statutes and regulations relating to licensing requirements; and knowledge of principles, practices and terminology of the professions that are licensed. Candidate must have the ability to interpret, explain and apply statutes and regulations; ability to follow detailed instructions; and knowledge of office practices, procedures and equipment.

Screening to begin on April 22, 2016

#### Position Details

This position is responsible for reviewing and processing applications for new, renewal, and endorsement licensure; preparing routine correspondence explaining deficiencies for incomplete applications; and responding to telephone and written inquiries regarding applications, fees, continuing education and licensure requirements. This position is responsible for entering information into the licensure computer system including approved applications, licensee name/address changes, changes in agency ownership, license cancellations, continuing education credits, and test results; and for preparing and imaging official documents into the imaging system. Successful candidate must be able to work rapidly and accurately in processing a variety of documents; establish and maintain effective working relationships; and demonstrate regular and predictable attendance.

#### Qualifications

- One or more years of clerical or office support experience with the Division of Professional Registration; and possession of a high school diploma or GED certificate; or
- Two more years clerical or office support experience; and possession of a high school diploma or GED certificate.

(Education may be substituted for the required experience.)

Professional Registration - Board of  
Cosmetology and Barber Examiners

Located in Jefferson City, Missouri

Starting Salary: \$23,160 - \$24,264

Full-Time Position

### Why DIFP?

Work that matters

Utilizes cutting-edge technology

3 weeks of paid vacation

3 weeks of paid sick leave

Affordable health insurance with wellness incentives

Retirement plan

Tuition reimbursement

Training and continuing education provided to employees

### Interested in Applying?

Send a copy of your resume and three professional references to:

Division of Professional Registration

Attn: Leanne Lorts

P.O. Box 1335

Jefferson City, MO 65102

Fax: 573-751-0878

Email: [leanne.lorts@pr.mo.gov](mailto:leanne.lorts@pr.mo.gov)